



## CITY OF FLAGLER BEACH BUILDING DEPARTMENT

### COMMERCIAL SWIMMING POOL PERMIT CHECKLIST

Contractors must be current with Flagler County Building Services for permitting.

- Permit Application**
- Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- Notice of Commencement** (required when value of labor and materials is over \$5,000.00)\_Recorded and certified by the Flagler County Clerk of Court\_FS sec 713.135
- 1 set of method for determining the maximum system flow rate**
- 1 copy of cut sheets for all equipment** (outlet covers, pumps, filters etc)
- 1 set of Plans** (Signed & Sealed and approved by Environmental Health)
- 1 set of Electronic Plans** (documents over 11"x17")
- Affidavit of drainage control**
- 1 Survey, Site Plan**

Survey must include spot elevations at property corners & at least two Intermediate spot elevations along property lines, the high and low points along the property lines must be indicated

Site Plan must include setbacks, pervious & impervious lot coverage, all existing structures, proposed structures, and surface water management plan
- Sub Cards** (with postage for applicable Sub Contractors)
- ❖ **ALL STATE OR FEDERAL PERMITS MUST BE OBTAINED BEFORE COMMENCEMENT OF WORK**
- Letter from Department of Environmental Health** (stating they have been contacted about the construction of the pool and are monitoring construction)

**OTHER STATE OR FEDERAL PERMITS MAY APPLY**

**Applicant must obtain all required inspections including the final inspection. Failure to close out permits may result in additional fees and/or suspension of permitting rights.**



CITY OF FLAGLER BEACH BUILDING DEPARTMENT
800 S Daytona Avenue, Flagler Beach, Fl 32136

FOR BUILDING USE ONLY

Permit No.: \_\_\_\_\_

Fee \$ \_\_\_\_\_

BUILDING PERMIT APPLICATION

1. Property Owners Name: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

2. Location/Job Address: \_\_\_\_\_
Parcel No.: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

3. License Contractor Name (must sign the application) \_\_\_\_\_
Business Name: \_\_\_\_\_
Address: \_\_\_\_\_ State License No.: \_\_\_\_\_
City/State/Zip Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_
Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

4. DESCRIPTION OF WORK: [ ] Commercial [ ] Residential
\*\*\* Indicate Water Meter Size requested for new build \_\_\_\_\_ (if applicable)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

5. Construction Dumpster Company: [ ] Contractor Owned [ ] Dumpster Company Name \_\_\_\_\_
Pursuant to Section 11-17, City of Flagler Beach Code of Ordinances, all collectors shall be required to obtain a license from the City to collect, transport, and dispose solid waste and construction and demolition debris from roll-off containers within the City limits.

6. Total Square Footage Under Roof: (Square footage subject to state surcharge): \_\_\_\_\_
Total square footage under roof - including but not limited to: new construction, carports, roofed screen room, modular buildings,
boathouse, accessory structure) (DCA Rule 9B-62.003

7. Type of Construction, Occupancy Classification and Area Totals:
Type of Construction (Circle One): IA IB IIA IIB IIIA IV VA VB
Occupancy Classification (Circle One): A-1 A-2 A-3 A-4 B E F-1 F-2 H-1 H234 H-5 I-1
I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U
Living Area: \_\_\_\_\_ square feet Non Living: \_\_\_\_\_ square feet Total # of Rooms \_\_\_\_\_
# of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_ # of Stories \_\_\_\_\_ # of Habitable Floors: \_\_\_\_\_
Patio sq. ft \_\_\_\_\_ Driveway: \_\_\_\_\_ x \_\_\_\_\_ Pool Area (including deck): \_\_\_\_\_
Mobile Home: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Serial Number \_\_\_\_\_
[ ] Single Wide [ ] Double Wide Width \_\_\_\_\_ x Length \_\_\_\_\_ Without Hitch=sq. ft. \_\_\_\_\_
Is this a replacement home [ ] Yes [ ] No (If yes provide proof)

8. Total Cost Improvements: \$ \_\_\_\_\_

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

9. Sub-Contractor Information:

- **Electrical Contractor - Business Name:** \_\_\_\_\_  
 License Holder Name: \_\_\_\_\_ State License No: \_\_\_\_\_  
 Size of Electrical Service: Phase \_\_\_\_\_ Amps \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_
- **Plumbing Contractor – Business Name:** \_\_\_\_\_  
 License Holder Name \_\_\_\_\_ State License No: \_\_\_\_\_  
 Number of Bathrooms: \_\_\_\_\_ Number of Fixtures, Drains & Traps \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_
- **Mechanical Contractor – Business Name:** \_\_\_\_\_ License Holder Name \_\_\_\_\_  
 State License No: \_\_\_\_\_ Total Cost of Mechanical \$ \_\_\_\_\_ Size of Unit \_\_\_\_\_ tons  
 Email: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_
- **Roofing Contractor – Business Name:** \_\_\_\_\_ License Holder Name: \_\_\_\_\_  
 State License No: \_\_\_\_\_ Total Cost of Roof \$ \_\_\_\_\_  
 Type of Roof to be installed: \_\_\_\_\_ Square Footage of Structure \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_
- **Aluminum Contractor – Business Name:** \_\_\_\_\_  
 State License No.: \_\_\_\_\_ License Holder Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_
- **Gas Contractor – Business Name:** \_\_\_\_\_  
 State License No.: \_\_\_\_\_ License Holder Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Address: \_\_\_\_\_

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction.

**\*\*\*\*To qualify as an owner/builder, the owner of the property must personally appear at the Flagler Beach Building Department and sign this application (FS489.103.7).**

IS SIGNING AS:     CONTRACTOR     MOBILE HOME INSTALLER     OWNER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF FLORIDA  
COUNTY OF FLAGLER

The foregoing instrument acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, individual submitted: \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Typed, Printed or Stamped Name of Notary Public

**Call Before You Dig  
It's The Law  
1-811-432-4770  
2 Full Business Days  
Before You Dig**

**This includes installing  
fencing, mailboxes  
And removing/ moving  
trees**

**Below are the color codes for  
flagging/marking lines**

**Electric**

**Reclaimed Water/Irrigation**

**Communications**

**Sewer and Drain**

**Gas Oil Steam Petroleum**

**Potable Water**

# Attention Builders!

## Got Gophers? Get Permits.

Before you begin clearing for a building project, you must obtain a permit from the Florida Fish and Wildlife Conservation Commission (FWC) if either gopher tortoises or their burrows are present on the development site.



**Gopher Tortoise**



**Gopher Tortoise Burrow**

The gopher tortoise is protected under Florida law, Chapter 68A-27 of the Florida Administrative Code. Protect yourself and this imperiled species. Learn more at [MyFWC.com/GopherTortoise](http://MyFWC.com/GopherTortoise) or contact the nearest office of the FWC.

**Northwest Region**  
3911 Highway 2321  
Panama City, FL 32409-1658  
850-265-3676

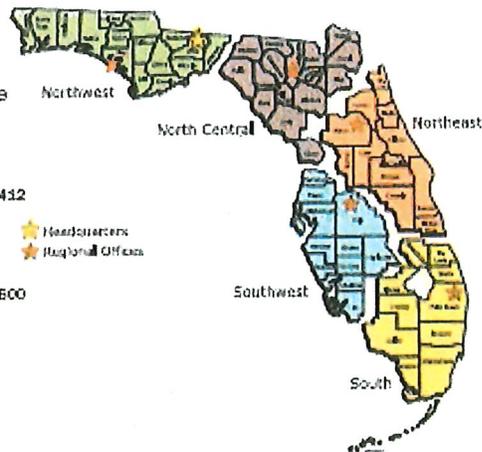
**North Central Region**  
3377 E. U.S. Highway 90  
Lake City, FL 32055-8795  
386-758-0525

**Northeast Region**  
1239 S.W. 10th St.  
Ocala, FL 34471-0323  
352-732-1225

**Southwest Region**  
3900 Brana Field Road  
Lakeland, FL 33811-1299  
863-648-3200

**South Region**  
8535 Northlake Blvd.  
West Palm Beach, FL 33412  
561-625-5122

**Headquarters**  
620 S. Meridian St.  
Tallahassee, FL 32399-1600  
850-468-3831



**Florida Fish and Wildlife  
Conservation Commission**

[MyFWC.com](http://MyFWC.com)

# City of Flagler Beach

## PERMIT FOR TREE REMOVAL/ VEGETATION CLEARING

### Property Owner Information

Name: \_\_\_\_\_  
DATE \_\_\_\_\_  
Address \_\_\_\_\_  
Mailing  
Address \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_  
SUBDIVISION \_\_\_\_\_

### Contractor Information

Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
STATE CERT. \ REG. # \_\_\_\_\_ COUNTY OCC. LIC. \_\_\_\_\_

Evaluation of work cost: \_\_\_\_\_

Number and Type of Tree(s) or vegetation to be removed:

\_\_\_\_\_

### **Reason for request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner or Contractor:

\_\_\_\_\_

Date:

\_\_\_\_\_



CITY OF FLAGLER BEACH
ENGINEERING DEPARTMENT

AFFIDAVIT OF DRAINAGE CONTROL
FOR RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

Owner Information:

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Location Address: \_\_\_\_\_
Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_
Parcel Id: \_\_\_\_\_
Description of improvements: \_\_\_\_\_
Amount of fill proposed: \_\_\_\_\_ Material used: \_\_\_\_\_

Certificate of Compliance:

The undersigned owner/contractor of the above-described property hereby certifies that development/improvement of the above property will not result in:

- 1. Flooding of adjacent lands
2. Blockage of existing drainage systems, natural or manmade.
3. The destruction of existing drainage systems, natural or manmade.
4. Erosion of fill or disturbing materials onto adjacent lands or environmentally sensitive areas (as determined by the City of Flagler Beach).
5. The destruction of roadside drainage swales, roadway pavement and/or shoulders.
6. Flooding of the proposed structure during a 100 year frequency storm.
7. Construction on an elevation less than that is required by the City of Flagler Beach Land Development Code, Sec. 4.05.00 Flood damage Protection (Applicant is cautioned that UNAUTHORIZED construction may be subject to demolition/removal.
8. Inadequate onsite drainage in the vicinity of the proposed structure/improvement.
9. Deviation from the approved grading plan for this property.

Release and Authorization:

- 1. The undersigned hereby release and holds harmless the City of Flagler Beach and its authorized agents and/or employees from any and all claims of damage of every kind and nature whatsoever to said property, or contiguous properties, arising from the approval of this application or construction of required improvements.
2. The undersigned hereby grants unto authorized agents and/or employees of the City of Flagler Beach to enter upon said property for inspection and enforcement activities. The City of Flagler Beach reserves the right to require the property owner to implement reasonable measures regarding drainage control including, but not limited to, submittal of signed and sealed engineering drainage plans.

(Signature of Contractor or Property Owner)

(Print Name)

State of Florida County of Flagler

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this \_\_\_ day of \_\_\_, 20\_\_ by \_\_\_ individual submitted by [ ] Personal knowledge [ ] Satisfactory Evidence; Type \_\_\_\_\_.

Signature of Notary Public

Notary Public
Typed, Printed or Stamped Name of Notary Public

# Notice of Commencement

This Instrument Prepared by: \_\_\_\_\_ Address: \_\_\_\_\_  
Tax Folio No. \_\_\_\_\_ Name: \_\_\_\_\_  
Permit No. \_\_\_\_\_

State of Florida  
County of Flagler

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of Property:  
(Legal description and street address)
2. General Description of Improvement:  
(Be specific – no "all improvements")
3. Owner Information: Name and address:  
Interest in Property:  
(If other than owner) Name and address of fee simple titleholder:
4. Contractor Information: Name and address:  
Phone number:
5. Surety Information: Name and address:  
Phone number:  
Amount of bond:
6. Lender Information: Name and address:  
Phone number:
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:  
Name and Address:  
Phone Number:
8. In addition to himself, owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.  
Name and Address:  
Phone number:

Expiration date of Notice of Commencement (*the expiration date is 1 year from the date of recording unless a different date is specified*)

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
Signature of Owner or Owners Authorized Office/Director    Signatory's Title/Office  
Partner/Manger  
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(year) by \_\_\_\_\_ (name of person) as  
\_\_\_\_\_  
(type of authority... officer, trustee,  
attorney in fact) for \_\_\_\_\_ (name of party on  
behalf of whom instrument was executed).

\_\_\_\_\_  
Signature of Notary Public – State of Florida  
Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ Stamp

Verification pursuant to Section 92.525, Florida Statutes  
Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Natural Person Signing Above



# City of Flagler Beach

P.O. Box 70 • 105 South Second Street  
Flagler Beach, Florida 32136  
Phone 386-517-2000 Ext. 248

## Material & Waste Management

1. The purpose of this section is to promote good housekeeping practices that are designed to significantly reduce and control stormwater runoff pollution which runs into storm drains, treatment facilities and local waterways during construction operations.
  
2. All construction sites shall adhere to the following practices:
  - a. Never dispose of any waste material into storm drains or sanitary sewers.
  - b. Portable waste receptacles must be on the construction site and must be serviced on a regular basis.
  - c. Ensure the disposal of scraps, waste, recyclables and surplus materials is in accordance with Federal regulations and local codes.
  - d. Paint/solvent storage shall not be within fifty (50) feet of an Environmentally Sensitive Area (ESA) and shall be enclosed in weather/leak proof storage facility. Frequently schedule the safe collection and removal of combustible waste.
  - e. Fuel storage tanks shall be located seventy five (75) feet or more from an ESA or storm drain and shall be in a State approved leak proof container.
  - f. All above ground tanks for fueling shall be secondarily contained.
  - g. Construction site driveways can be installed with or without wheel washing stations, but must prevent construction site vehicle wheels from transporting soil and sediment off of construction site and onto roadways.
  - h. All hazardous waste material will be disposed of in a manner specified by Federal, State, local regulations and manufacturer's specifications.
  - i. All on-site vehicles and tanks will be monitored for leaks and receive regular preventative maintenance to reduce the chance of leakage. Petroleum products shall be stored in tightly sealed containers, which are clearly labeled. Storage shall be at least seventy-five (75) feet from an ESA or storm drain.
  - j. Any pesticide and herbicide usage shall be applied by a State licensed applicator.
  - k. Fertilizers used shall be applied only in the minimum amount recommended by the manufacturer. If stored on-site, covered storage shall be provided. Any contents of any partially used bags of fertilizers shall be transferred to a sealable container.